

exercised is not established by any uniform rule or usage among the various Municipalities in the Dominion, whence it follows that in most localities, the introduction of new members to the Council Board produces a change in the method of conducting the business of such Council, as a newly-elected member has but few sources, from which he can obtain any information respecting the practical working of a Council, and it is only by persistent enquiry, and no inconsiderable experience, that he finally acquires that knowledge which might have been obtained within a limited time, by a careful examination of some established system.

In view of these facts, the author has been endeavouring for several years to reduce the business of a Municipal Council to a system such as without involving any intricacies would facilitate the work, and at the same time relieve the members from the arduous task of preparing By-laws or Resolutions, while all their attention should be devoted to adjudicating upon the various matters which might be submitted to them.

This, it is claimed, has been accomplished by the present system.

By the *business record* each member will be advised previously to the meeting of Council of the various matters, which he will be required to decide upon, whereby he will be enabled to give a more intelligent opinion on each transaction than if it was brought before him in the usual manner, without notice; and no application to the Council can by any inadvertence be overlooked, *as it must continue to appear on the record until disposed of.*

By the use of the first five By-laws, which contain all the necessary legislative matter, (and which, with the headings of resolutions should all be printed on half sheet foolscap paper ready for immediate use), the Clerk can readily fill up all the grants or decisions of the Council as they may respectively be agreed upon, and when completed, the work of passing or adopting such By-laws or Resolutions is but a matter of form.

By pursuing this method, at least double the amount of work can be accomplished at each meeting, and with the